

# YOUTH SERVICES POLICY

<b>Title:</b> Case Assessment Process for Non-secure Placement <b>Next Annual Review Date:</b> 06/01/2012	<b>Type:</b> D. Community Based Services <b>Sub Type:</b> 9. Placement, Transfer, Termination and Removal Process <b>Number:</b> D.9.3
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<b>References:</b> DSS/BOL Reg. 7113.A.3.b.iii; ACA Standard 2-7117 (Juvenile Probation and Aftercare Services); YS Policy A.4.2 "Standard Operating Procedures for Non-Secure Juvenile Contract Programs"	
<b>STATUS: Approved</b>	
<b>Approved By:</b> Mary L. Livers, Deputy Secretary	<b>Date of Approval:</b> 06/01/2011

## I. AUTHORITY:

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

## II. PURPOSE:

To establish the Deputy Secretary's policy regarding assessment of youth placed in the custody of YS, Office of Juvenile Justice (OJJ) for non-secure placement.

## III. APPLICABILITY:

The Deputy Assistant Secretary - Community Based Services(CBS), Regional Managers, and employees of CBS.

## IV. DEFINITIONS:

***Emergency Placement*** - a non-secure residential placement of a youth as a result of emergent circumstances requiring his immediate removal from the home.

***Non-Secure Residential Facility*** - a residential community-based facility licensed by the Department of Social Services/Bureau of Licensing, providing services to youth in the custody of the OJJ.

***Unbiased Staff Member*** - a Probation and Parole Officer/Juvenile (PPO/J) or Probation and Parole Supervisor/Juvenile (PPS/J) not directly involved with a particular case.

## V. POLICY:

It is the Deputy Secretary's policy that a youth and his/her parents shall be interviewed to obtain pertinent background information needed to determine an appropriate placement.

It is the Deputy Secretary's policy that, except in an emergency placement, a psychological evaluation shall be obtained prior to placement in a non-secure residential facility. A psychiatric evaluation will be obtained only if recommended by the psychologist or if deemed necessary by YS staff as determined in the case staffing.

**VI. PROCEDURES:**

- A. The PPO/J shall meet with the youth and his parent to obtain social history information and secure copies of the youth's Birth Certificate, Social Security Card, Immunization Record, and financial and educational information, and to discuss the placement process. This information shall be gathered prior to an out-of-home placement except in cases of an emergency placement. In the event of an emergency placement, reference the procedures as outlined in the "Standard Operating Procedures for Contract Services Providers" Section 3.1.2.
- B. A psychological evaluation is required for all non-secure residential placement. The evaluation shall be scheduled using current contract providers. If necessary, a non-contracted private provider may be used, and reimbursement will be made using the 156-A process. Whenever feasible, the local Mental Health Center or Public Health Unit should conduct the evaluation.
- C. In cases where out of home placement is necessary, a staffing shall be conducted with the youth and parent, Probation and Parole Officer, Regional Manager (or designee), and at least one unbiased staff member from the regional office. If possible, a Social Service Counselor and Education Specialist will be included. The "Family Orientation Community Residential Care" DVD shall be shown to the parent/guardian. The PPO/J shall address any questions/concerns of the parent/guardian as well as any needs the youth may have at the time of the placement (e.g. clothing, medication, etc.).
- D. Following the placement staffing, a packet with a referral cover letter shall be sent to the most appropriate facility available to meet the individual needs of the youth. The packet shall include at least the following information: Birth Certificate, Social Security Card, Immunization Record and pertinent Medical Records, Custody Order, educational records (including IEP and evaluation if youth is in special education), psychological/psychiatric evaluation(s), and SAVRY social history/PDI including risk level. If any of the above mentioned items are not submitted with the packet, documentation must be included as to the reason for the omission and maintained in the case record for review.
- E. The Referral Cover Letter will be returned only if the Provider feels the youth is not appropriate for their program. If youth is denied admission to a program, please reference the procedures outlined in "Standard Operating Procedures for Contract Service Providers" Section 3.1 (B).

**Previous Regulation/Policy Number:** DYS Policy 9.3

**Previous Effective Date:** 02/03/2009

**Attachments/References:**